

## National Chung Hsing University Procedure for Cancellation of University Archives

Established by 1<sup>st</sup> School History Compilation and Development Committee on 29 March 2012

1. The National Chung Hsing University (hereinafter referred to as the “University”) has established this procedure in order to carry out cancellation of University Archives.
2. “Cancellation” is defined as the procedure of permanently removing a collected item from the University Archives. Any item of collections conforming to the following events may be cancelled in accordance with this procedure:
  - (1) Items not consistent with the scope defined in the Guidelines for Collection of University Archives.
  - (2) Items stolen or lost.
  - (3) Items damaged and unable to be repaired.
  - (4) Items not required to be repeatedly collected.
3. The cancellation procedure is as follows:
  - (1) Evaluation: The Division of University Archives of Library should evaluate whether the collections proposed for cancellation meets the principles of cancellation. After review, information of items subject to cancellation should be compiled into a list, specifying the reasons for the application of cancellation and the suggested handling manners.
  - (2) Review: A meeting of the “University Archives Compilation and Development Committee” should be convened for review and approval. An approval requires a majority of members to attend the meeting and a majority of the attended member to agree with such.
  - (3) Execution: The approval for cancellation under the previous paragraph should be recorded by the Division of University Archives of Library in the relevant registration files and subsequent disposition should take place thereafter.
4. Before cancellation and disposition of any collections, if there is any restrictive condition or any other provision, the cancellation should be carried out in accordance with the relevant rules.
5. The registration file of all cancelled collections should be maintained after the disposition for future reference.
6. This procedure is implemented after approval by the National Chung Hsing University University Archives Compilation and Development Committee and verification by the Principal.